Get Organized

- ✓ Compile all pertinent information - work history, transcripts, licenses / certifications, etc.
- ✓ Get an email address, if you do not already have one. An email address is required to create an online account. Free email is available through providers such as Yahoo, Hotmail, Gmail, etc.
- ✓ The first time you create an application, be ready to spend 30 minutes or more - you can however, save your work at any time and return to it later.

Get Started Online

- ✓ Go to Governmentjobs.com. From there you will navigate to the "Career Seekers" tab.
- ✓ Click on the "Create Your Account Here!" link and enter all required contact information as well as a username and password. Record that information for your records below.

Username: _____

Password: _____

- ✓ At this time, you are ready to complete your online application form!
- ✓ Your application is the primary tool used to evaluate your education, work history, etc. Be thorough.
- ✓ Applications may be rejected if incomplete.
- ✓ Resumes may not be submitted in lieu of an application form; however, they may serve as additional support.

Get Help

- ✓ Contact Human Resources staff directly during business hours (8:00 a.m. - 4:00 p.m.)
  - · (301) 600-1070; TTY (800) 735-2258
  - · Human_Resources@FrederickCountyMD.gov
  - · Winchester Hall
  - Division of Human Resources
  - 12 East Church Street
  - Frederick, MD 21701